

Consulate General of the United States of America
Dubai, United Arab Emirates

MEMORANDUM OF AGREEMENT

I, Wendy Green, wish to express the appreciation of the U.S. Government and your fellow citizens for your acceptance of your appointment as a warden.

I, _____, hereby acknowledge that I understand and agree to the terms set forth below pertaining to information provided to me by the U.S. Consulate General in my capacity as a warden.

In particular, I understand:

- a) That the information provided to me under the terms of this memorandum is to be accorded the full protection of the Privacy Act of 1974, as amended. Access to information must be limited to wardens and authorized alternates.
- b) That storage and control of the information provided to me must be adequate to prevent access by unauthorized persons.
- c) That the information provided to me is for official use only. No dissemination of, or access to, the information provided to me by the U.S. Consulate General shall be permitted except in accordance with my duties as a warden. Further, the information provided to me shall be returned to the Consulate upon completion of my tenure as a warden.

I further acknowledge and understand that my services as a warden are offered by me and accepted by the U.S. Consulate General in Dubai, United Arab Emirates as gratuitous.

Warden Signature

Consular Officer Signature

Name: _____

Name: _____

Date: _____

Date: _____

WARDEN

FULL NAME : _____

RESIDENCE LOCATION : _____

NAME OF COMPANY : _____

COMPANY ADDRESS : _____

NO. OF AMERICAN CITIZENS

EMPLOYED BY YOUR COMPANY : _____

TEL. #s (OFFICE) : _____

(RESIDENCE) : _____

(MOBILE) : _____

FAX #. : _____

E-MAIL ADDRESS (BUSINESS): _____

(PERSONAL): _____

ALTERNATE WARDEN

FULL NAME : _____

TEL. #s (OFFICE) : _____

(RESIDENCE) : _____

(MOBILE) : _____

FAX # : _____

E-MAIL ADDRESS (BUSINESS): _____

(PERSONAL): _____

Please mark one box according to your preference.I volunteer as a warden for my: ☐ Company☐ Geographic Region☐ Either

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January 13, 2015

DESCRIPTION OF WARDEN RESPONSIBILITIES

- Select an Alternate Warden from the list of U.S. citizens in your warden zone. Upon concurrence of the consular section, the alternate warden will also sign a Memorandum of Agreement with the consular officer.
- With the Alternate Warden, agree how you will operate the warden notification system within your warden zone. Notify each other if one of you will be absent or out of the country. If both of you will be away at the same time, please designate a second alternate and immediately notify the Warden Coordinator in the Consulate's Consular Section by e-mail to DubaiACS@state.gov. The alternate warden and second alternate must sign a Memorandum of Agreement with the U.S. Consulate. In your message, please provide the alternate warden's name, address, and contact numbers, and length of time that s/he will cover during your absence. This way, the warden zone will be covered at all times.
- Encourage all U.S. citizens to enroll with the Consulate by visiting: <http://travel.state.gov/STEP>.
- Regularly update the list of names, street addresses, phone/fax numbers, and e-mail addresses of U.S. citizens in your warden zone. Report all changes to the Consulate's warden system coordinator at the above e-mail address.
- Distribute messages for U.S. citizens relayed from the Consulate to the members of your warden zone. Routine messages will be relayed to you via e-mail. Arrange the fastest mode of dissemination of information possible in your warden zone, (this might include forwarding the Warden e-mail to a group e-mail list, a cascade telephone system, faxing, or "buddy" system, depending on the distribution of citizens within your zone).
- Messages for U.S. citizens relayed from the Consulate to you may be non-emergency in nature, such as information on absentee voting or income tax issues. Please use these non-emergency notices to perfect and streamline your warden notification system.